

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM

DECEMBER 11, 2018

ATTENDING: Mayor David Cleveland
Council Members: John Barnes, Kristen Bowman, Pam Jack, James
Record and Fabian Szarko
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the December 11, 2018 Regular Session Council meeting to order.

INVOCATION: Mayor David Cleveland gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES: James Record made the motion to approve the November 13, 2018 Regular Session Council Minutes as presented. John Barnes seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Fabian Szarko made the motion to adopt the December 11, 2018 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Randall shared that there were 63 calls for service in November and 8 alarm calls. To help prevent car break-ins, Deputy Randall encouraged everyone to lock their cars. There were 5 traffic stops in the month of November.

Mayor David Cleveland reviewed the radar sign data reports from the new radar sign. The reports showed that the average number of cars on Faith Church Road going in one direction during a 24 hour period - 2,000 plus.

UNION COUNTY FIRE STUDY: Hemby Bridge Fire Chief Johnny Blythe discussed the Village's questions concerning the best funding method for the Village and the Hemby Bridge Fire Department, the establishment of a Fire Authority and the potential impact to the piece of property owned by the Hemby Bridge Fire Department in Lake Park. The fire chiefs from

Bakers, Hemby Bridge and Stallings have met and discussed each of the proposed County fire funding models.

Self-Funding Tax District	\$0.0502 Tax Rate
County Wide Service Tax	\$0.0666 Tax Rate
Self-Funding +Subsidy	\$0.0536 Tax Rate

Of these, the Self-Funding is the recommended model for us. The Self-Funding +Subsidy is the 80/20 model. The Hemby Bridge Fire Department currently responds to over 5,200 calls a year and is staffed entirely by part time employees. Based upon service and funding, the establishment of a regional self-funding plan would provide the best service for the town.

CALENDARS: John Barnes made the motion to approve the 2019 municipal calendars. James Record seconded the motion. Vote – Unanimous.

COMMUNICATIONS: Kristen Bowman shared that the Communication Commission will be hosting its' first new resident mixer on Sunday, February 10th from 2 to 4.

Council reviewed the two social media policies that Kristen Bowman had presented at the November Council meeting. On the Proposed Social Media Comments Policy, Council suggested changing one word from as to in. On the Village of Lake Park Policy for Elected Officials and Appointed Boards, Commissions and Committees Using Personal or professional Social Media Platforms, Council suggested several text changes and wanted to make sure that residents know that the social media page is not monitored on a regular basis.

Mayor David Cleveland stated that both documents were well done and thanked Kristen Bowman for her hard work in developing the documents. Between now and the next Council meeting, Kristen Bowman will make the suggested changes to the documents and then send the modified documents to Council for review. Council needs to be prepared to discuss at the January meeting the adoption of the policies, what to do with the unofficial Lake Park Facebook page and who the administrators will be for the page.

PARKS AND RECREATION: James Record shared that P&R approved up to \$800 to bring the two handicap toilets in the Community Center up to current ADA standards. The second repair of the roof has been completed however, there is a stain in the lobby ceiling that will need to be addressed.

James Record and Cheryl Bennett discussed the Pool Operations Report. Cash Outlay to the Village to run the pool for the 2018 season - \$2,315 plus Depreciation of \$15,711 – Total cost to the Village to operate the pools - \$18,026. Pool Membership Revenue - \$57,935. Daily fees - \$15,336.

James Record thanked Angie Figiel for her work planning the Christmas Tree Lighting Ceremony December 2nd. The Community Blood Drive was held on November 27th. The Turning Point Pantry Drive ended November 30th and P&R appreciates everyone that contributed to the drive. The Toys for Tots campaign ends on December 14th. Yoga in the Park is being held in the Community Center on Saturday mornings through the winter and a

Coat Drive is planned for January 2019. Donations go to the Union County Homeless Shelter. P&R is discussing a "Little Library" as a possible Eagle Scout project.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the audit has been submitted and approved by the state. At the end of November, 70% of the tax ad valorem for 2018 had been collected. Cheryl Bennett requested three tax refunds totaling \$1,012.64. Kristen Bowman made the motion to refund the three tax overpayments. James Record seconded the motion. Vote – Unanimous.

	<u>Nov 18</u>	<u>Jul - Nov 18</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	284,042.71	401,413.07	571,266.00	70%
Utility ad valorem	0.00	0.00	7,134.00	0%
Motor vehicle tax	7,887.62	23,396.34	83,545.00	28%
Ad valorem prior years	194.02	1,097.50	3,000.00	37%
Penalties and interest	178.13	401.70	2,500.00	16%
Total Property Taxes	<u>292,302.48</u>	<u>426,308.61</u>	667,445.00	64%
Other Taxes				
Stormwater Fees- current year	29,885.00	43,500.00	62,137.00	70%
Stormwater fees - prior years	0.00	0.00	250.00	0%
Total Other Taxes	<u>29,885.00</u>	<u>43,500.00</u>	62,387.00	70%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	14,000.00	0%
Sales and use tax	16,923.33	35,767.73	200,000.00	18%
Telecom. Sales Tax	0.00	-39.34	1,825.00	-2%
Elec. Sales Tax	0.00	189.30	101,000.00	0%
Video Prog. Sales Tax	0.00	-298.60	20,100.00	-1%
Piped Gas Sales Tax	0.00	608.52	7,100.00	9%
Solid Waste Disposal Tax	673.75	1,192.08	3,750.00	32%
Total State Shared Revenues	<u>17,597.08</u>	<u>37,419.69</u>	347,775.00	11%
Parks & Recreation Revenue				
Program Fees	25.00	208.00	1,500.00	14%
Facility Rentals	290.00	1,390.00	2,500.00	56%
Daily swim fees	0.00	9,408.10	12,000.00	78%
Season pass pool fees	0.00	385.00	50,000.00	1%
Total Parks & Recreation Revenue	<u>315.00</u>	<u>11,391.10</u>	66,000.00	17%
Other revenues				
Zoning Permits	25.00	506.00	1,200.00	42%
Approp. Fund Bal. Stormwater	0.00	0.00	55,000.00	0%

Approp. Fund Balance	0.00	0.00	58,983.00	0%
Civil Penalties	0.00	40.00	500.00	8%
Investment revenue	824.89	3,760.91	3,600.00	104%
Miscellaneous	0.00	2,084.90	1,500.00	139%
Total Other revenues	<u>849.89</u>	<u>6,391.81</u>	<u>120,783.00</u>	<u>5%</u>
Total Income	<u>340,949.45</u>	<u>525,011.21</u>	<u>1,264,390.00</u>	<u>42%</u>
Expense				
General Government				
Other Expenditures				
Contingency	0.00	0.00	10,500.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	250.00	1,167.41	18,000.00	6%
Repairs & Maint. Services	879.40	90,568.28	98,537.00	92%
Total Stormwater Expense	<u>1,129.40</u>	<u>92,485.69</u>	<u>117,387.00</u>	<u>79%</u>
Total Other Expenditures	<u>1,129.40</u>	<u>92,485.69</u>	<u>127,887.00</u>	<u>72%</u>
Planning and Zoning				
Zoning Admin. Services	1,089.08	5,445.40	13,069.00	42%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	0.00	4,000.00	0%
Legal Services	0.00	296.00	7,000.00	4%
Advertising	0.00	0.00	220.00	0%
Postage	6.70	6.70	80.00	8%
Supplies	0.00	10.74	300.00	4%
Training	0.00	0.00	800.00	0%
Total Planning and Zoning	<u>1,095.78</u>	<u>5,758.84</u>	<u>26,069.00</u>	<u>22%</u>
Gen. Govt. Personal Services				
Adm Assistant	1,263.50	4,588.50	13,300.00	35%
Clerk/Tax Collector	5,731.08	28,655.40	68,773.00	42%
Council	0.00	3,201.50	12,806.00	25%
Finance Officer	1,514.17	7,570.85	18,170.00	42%
Mayor	0.00	1,313.25	5,253.00	25%
Payroll Expenses	772.87	3,922.91	10,150.00	39%
Total Gen. Govt. Personal Services	<u>9,281.62</u>	<u>49,252.41</u>	<u>128,452.00</u>	<u>38%</u>
Professional Fees				
Auditing Services	3,133.00	3,133.00	4,820.00	65%
Legal Services	0.00	1,640.00	12,000.00	14%
Total Professional Fees	<u>3,133.00</u>	<u>4,773.00</u>	<u>16,820.00</u>	<u>28%</u>
Supplies and Materials				

Office	50.00	1,385.08	6,100.00	23%
Total Supplies and Materials	50.00	1,385.08	6,100.00	23%
Services				
Communications	0.00	513.00	3,000.00	17%
Advertising	0.00	0.00	300.00	0%
Membership and dues	70.00	5,152.00	5,200.00	99%
Bank charges	59.07	341.18	950.00	36%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	9,879.15	9,900.00	100%
Miscellaneous oper. exp.	0.00	33.89	1,000.00	3%
Website/flyers	900.00	900.00	1,500.00	60%
Printing & Delivery Newsletter	274.74	968.56	2,350.00	41%
Postage	4.21	213.46	660.00	32%
Property Tax	0.00	213.40	400.00	53%
Tax collection	219.15	621.29	2,000.00	31%
Telephone	487.20	2,432.87	5,760.00	42%
Training	0.00	0.00	600.00	0%
Travel	66.75	170.51	1,200.00	14%
Total Services	2,081.12	21,439.31	34,820.00	62%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	2,874.00	2,874.00	25,000.00	11%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	2,874.00	2,874.00	42,000.00	7%
Total General Government	19,644.92	177,968.33	382,148.00	47%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	1,000.00	0%
Janitorial /Cleaning Supplies	0.00	64.53	250.00	26%
Food/Provisions - events	0.00	1,355.82	3,500.00	39%
Pool Supplies	0.00	4,937.63	6,500.00	76%
Park Materials & Supplies	0.00	0.00		
Total Parks/Rec. Supplies & Materials	0.00	6,357.98	11,250.00	57%
Parks/Rec Services				
Pool management fee	0.00	12,795.00	52,430.00	24%
Pool Operations	0.00	510.00	7,100.00	7%
Comm. center maintenance	421.25	1,568.79	9,400.00	17%
Seasonal Decorations	894.00	2,753.16	18,000.00	15%
Events Services	77.40	2,628.90	3,000.00	88%
Water/Sewer	461.19	2,378.09	8,000.00	30%
Natural Gas	32.50	144.60	700.00	21%

Total Parks/Rec Services	1,886.34	22,778.54	98,630.00	23%
Maintenance of Common Areas	12,583.33	56,436.65	150,550.00	37%
Landscaping		11,318.29	47,925.00	24%
Park maintenance	4,557.15		19,600.00	35%
Pond maintenance	1,381.50	6,907.50	10,500.00	45%
Electric Maintenance	4,522.00	4,777.00		0%
Repairs of Common Areas	0.00	0.00	2,000.00	
Total Maintenance of Common Areas	23,043.98	79,439.44	230,575.00	34%
Parks/Rec Capital Outlay				
Two Welcome Signs	0.00	0.00	5,000.00	0%
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Connies Pond Walkway	0.00	0.00	5,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Pool Cover and Drain	0.00	7,795.11	11,000.00	71%
Basketball court resurfacing	0.00	0.00	0.00	0%
Total Parks/Rec Capital Outlay	0.00	7,795.11	36,000.00	22%
Total Parks & Recreation	24,930.32	116,371.07	376,455.00	31%
Public Services/Safety				
Capital Outlay Radar Speed Sign	0.00	3,683.00	4,000.00	92%
Electric bills	8,778.14	45,932.92	112,888.00	41%
Street Signs	0.00	5,999.00	7,500.00	80%
Waste Collection	15,373.32	61,642.28	189,000.00	33%
Law enforcement	0.00	48,099.60	192,399.00	25%
Total Public Services/Safety	24,151.46	165,356.80	505,787.00	33%
Total Expense	68,726.70	459,696.20	1,264,390.00	36%
Net General fund Powell Bill	272,222.75	65,315.01	0.00	100%
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	175,000.00	0%
Interest - Powell Funds	0.00	800.12	200.00	400%
Powell Bill Revenue	0.00	47,628.34	96,050.00	50%
Total Other Income	0.00	48,428.46	271,250.00	18%
Other Expense				
Street Exp. - Powell Bill	132,283.15	132,283.15	271,250.00	49%
Total Other Expense	132,283.15	132,283.15	271,250.00	49%
Net Powell Bill	132,283.15	83,854.69	0.00	100%
Net Excess of Rev. over Exp.	139,939.60	18,539.68	0.00	100%

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that the sidewalk repairs by Cardinal Construction have been completed. The street paving and striping by Red Clay including McKinley Place Alley has also been completed. The Thistle Alley and Meeting Street sign and the Arthur Street and Hoover Street sign have been ordered. The Lake Park Road and Unionville Indian Trail Road sign will also be straightened when the new signs are installed.

Pam Jack shared that Attorney Ken Swain is working on the Waste Pro Contract.

John Barnes shared that in order for the clock tower roof to be repainted, it has to be dry and above 45 degrees. The new roof will be repainted in the spring.

Mayor David Cleveland shared that he met with Captain Cody Luke and Captain Chase Coble of the Union County Sheriff's Office to discuss changes to whom the Lake Park Deputies report and the potential increase in the contract cost. Captain Coble is currently the supervisor over the Indian Trail Deputies. Jeff Yates, Union County Executive Director of Admin Services/CFO and Chief Deputy Todd Elmore have been invited to the March 12th Council meeting to discuss the impact to the contract.

COMMUNICATION INFORMATION: Kristen Bowman's goal this month is to develop an interactive online newsletter along with the printed black and white version. Topics for the next newsletter include P&R Events, Stormwater & Safety tips, Radar sign information and the Garden Club Tea.

COUNCIL COMMENTS: Kristen Bowman thanked Council and Staff for their help during her first year in office and wished everyone a Merry Christmas and Happy New Year.

James Record thanked Angie Figiel for all of her work on the Christmas Tree lighting and recognized Judy Taul as the 2018 Hometown Hero, who lit the Christmas Tree.

Fabian Szarko, Pam Jack and John Barnes wished everyone a Merry Christmas and a Happy New Year.

Mayor David Cleveland wished everyone a Merry Christmas and a Happy New Year.

ADJOURN: Fabian Szarko made the motion to adjourn. Kristen Bowman seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

